**Human Resources Specialist I Standard Job Description**

**Classification Title:** Human Resources Specialist I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Minimum Pay:** $50,100

**Job Description Summary:**

The Human Resources Specialist I, under general supervision, performs routine and specialized human resources duties. Ensures compliance with state and federal laws and regulations. Assists in planning, revising, and implementing human resources policies, procedures, and forms.

**Essential Duties and Tasks:**

**50% Routine Human Resources Tasks**

* Performs routine and specialized human resource duties.
* Assists in preparing human resources reports.
* May assist in conducting studies regarding human resources needs and problems and may recommend actions.
* May collect results and disseminate surveys.
* Assists in planning, revising, and implementing human resources policies, procedures, and forms.
* Under supervision, reviews and approves actions in the HRIS System or related systems.
* Assists in researching and completing various routine projects, as requested by the HR Management.

**40% Guidance and Compliance**

* Assists supervisors and employees with HR-related questions.
* Assists in resolving and troubleshooting routine issues.
* Provides guidance to departments regarding HR practices, compliance, laws, regulations, and ethics.
* Effectively communicates HR programs, practices, and policies to employees.
* Ensures compliance with state and federal laws and regulations.

**10% Training and Assistance**

* May provide planning and logistical support for specialized HR events and programs. Assists international services, faculty affairs, student employment, graduate professional school, research, payroll, and tax on questions and requests.
* May cross train on specialized human resource functions in an assigned area, such as benefits, classification and compensation, employee relations, immigration, leave, onboarding, payroll, performance evaluation/management, organization development, recognition/rewards, recruitment, and workers’ compensation.
* Attends human resources trainings and/or informational meetings.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to effectively communicate orally and in writing.
* Strong interpersonal and organizational skills.
* Ability to positively and professionally interact with clients and staff, groups of various sizes.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**